

# Constitution of the Tattnall-Evans Baptist Association

## **Preamble**

We, Missionary Baptist Churches of the Tattnall-Evans Baptist Association, in order to establish a better system of cooperation in our efforts to promote the kingdom of God and advance the cause of Christ, do establish this Constitution.

## **Article I – Name**

This body shall be known as the Tattnall-Evans Baptist Association cooperating with the Georgia Baptist Convention and the Southern Baptist Convention.

## **Article II – Purpose and Objectives**

**Purpose:** This Association shall be churches of like faith and order in the Tattnall-Evans area who are in fellowship and on mission together in their setting and to the ends of the earth

### **Objectives:**

- A. To assist the churches in reaching every individual in their community (communities) with the total Gospel message of the Lord Jesus Christ.
- B. To strengthen relationships between the churches by encouraging the kind of fellowship that will develop our kindred spirit.
- C. To assist the churches in discovering human needs, determining ministry resources, equipping their members, and developing strategy to respond to the identified needs.
- D. To develop the churches by providing associational strategies and programs that will enable the churches to fulfill their mission of reaching people and developing disciples.
- E. To enlarge the ministry of the churches by encouraging greater involvement in the mission enterprises of our Lord through Georgia and Southern Baptists.

## **Article III – Articles of Faith**

The Bible, and specifically the New Testament, is the guide for faith and practice of cooperating churches of the Association. The doctrinal statement known as “The Baptist Faith and Message,” a statement adopted by the Southern Baptist Convention June 14, 2000, shall be a guide in matters of Baptist Doctrine.

## **Article IV – Membership**

- A. This Association shall be composed of Missionary Baptist Churches of Tattnall and Evans counties and such churches of like faith and order of nearby counties which desire membership and are in friendly agreement with the Baptist Faith and Message 2000.
- B. Churches desiring membership in this Association shall petition by letter and messenger. Upon examination by the Executive Committee and on recommendation thereof, if found to be of like faith and order, shall be received by the Association by a majority vote into the watch care of the Association, to be voted on not less than one year later at the Fall Association meeting, thereby on majority vote to be received into the

membership of the Association. Messengers representing the church, or churches, so received shall be formally welcomed by the Moderator on behalf of the Association.

- C. A church may withdraw from this Association by giving written notice of its intention to do so to the Association or its Executive Committee. Any Church of the Association which fails to return the Annual Church Profile, send Messengers to the Association's meetings, fails to contribute financially to the work of the Association, will be contacted. Every effort will be made to examine the church's situation, and the Executive Committee will offer encouragement and love. After sufficient examination, the Executive Committee will make a recommendation to the Association at the next Fall Meeting. A two-thirds vote of the messenger's present is necessary to dismiss a church from the Association. Prior notice must be given at an earlier session that action will be taken to remove a church.

#### **Article V – Members**

This Association shall be composed of:

- A. All Officers, Program Organization Directors and Committees elected by the Association.
- B. The Pastors of the churches in the Association; Messengers elected by their respective churches. Each church, that has financially contributed to the Association within the previous twelve (12) months, shall be entitled to five messengers. Churches with more than one hundred (100) members shall be entitled to one additional messenger for every fifty (50) members or fraction thereof in excess of one hundred. No church shall have more than twelve (12) messengers.
- C. Alternate messengers may be sent to the Association when properly certified, but each church shall be limited to the number of votes according to regular messengers.

#### **Article VI – Officers**

- A. The officers of the Association shall be Moderator, Vice-Moderator, Clerk, Treasurer, Assistant Clerk, and Assistant Treasurer. They shall be elected at the Fall Meeting and begin serving in January 1 of the next year.
- B. Any vacancy occurring between sessions shall be referred to the Nominating Committee and such vacancy shall be filled by the Executive Committee as soon as possible.
- C. In the event the Moderator cannot complete his term of office, he shall be succeeded by the Vice-Moderator.
- D. The term of office for the Moderator shall not exceed three years.

#### **Article VII – Associational Missionary**

- A. **Position Title: Associational Missionary**
- B. **Qualifications:**
  - 1. Spiritual background: A committed Christian with a sense of definite call to mission service. A person of Christian integrity.
  - 2. Educational background: preferably college and seminary degrees, or their equivalent. Pastoral and Associational experience necessary.
  - 3. Special knowledge and skills: Knowledge of Baptist denominational life and a willingness to continue to learn; vision, flexibility and

demonstrated leadership ability in planning, conducting and evaluating work of the Association.

4. Experience: Association and/or other mission experience are necessary. Preferably the associational experience should be as an Associational Missionary (Director of Missions), associational staff member or as an active responsible officer in an association. The mission experience may be in the establishment of and involvement in mission outreach and ministry in a mission church or Association.
  5. He should be in complete agreement with the theological position expressed in "Baptist Faith and Message," a statement adopted by the Southern Baptist Convention June 14, 2000.
  6. He must support the Cooperative Program and Convention Missions Programs.
- C. **Call:** He shall be called by vote of the Associational Executive Committee upon the recommendation of the Search Committee for an indefinite term. This relationship may be ended by either party upon thirty (30) days notice. In case of termination, the Associational Missionary will be compensated for unused vacation and thirty (30) days separation pay.
- D. **Basic Function:** He shall provide responsible leadership in the work of the Association through performing such basic functions as the planning, correlating and implementing of programs, program services and ministries of the Association; serving as a counsel to churches; interpreting information; developing friendship with pastors and good public relations.
- E. **Responsibilities:**
1. **General Leadership:**
    - a. Lead in planning, coordinating, conducting and evaluating the association's work.
    - b. Counsel with and encourage associational program officers and committee chairmen through conferences and personal contacts.
    - c. Publish an associational bulletin or newsletter on a timely basis.
  2. **Personal Ministries:**
    - a. Provide counsel and help as requested by pastors and churches.
    - b. Serve as supply as his schedule permits, and at his and the Moderator and Vice-Moderator's discretion as interim pastor.
  3. **Other Duties:**
    - a. Serve as Executive Director of Good Health Ministries and Heartbeat Pregnancy Center.
    - b. Inform churches and people of the ministries and services of the Association and agencies.
    - c. Assist in the correlation and promotion of objectives of denominational boards and agencies through the proper program officers of the Association.
    - d. Attend denominational meetings and conferences as budget and time considerations permit.
    - e. Report to the Executive Committee at its regular meetings and to the Association in annual session.

**F. Relationships:**

**1. Internal (Associational):**

- a. Maintain good relationships with staff, officers and committees of the Association, pastors and church leaders.
- b. Serve as public relations officer and principal administrative officer of the Association.

**2. External:**

- a. Maintain cooperative relationships with other Southern Baptist Associations, the State Convention, the North American Mission Board and other Southern Baptist Convention boards and agencies.
- b. Maintain good relationships with community groups with which the Association and/or churches will cooperate.
- c. Maintain good relationship with other denominational entities.

**G. Terms of Call:**

1. **Outside Ministries:** Two weeks of revivals, On Mission Celebrations, enlargement campaigns, training schools, and such will be allowed; additional time may be approved by the Executive Committee.
2. **Vacation:** Three weeks with full pay and allowances.
3. **Work Schedule:** Work schedule will vary, but arrangements should be made for a day off other than Sunday or Saturday.
4. **Remuneration:** Remuneration including fringe benefits shall be worked out with the Finance Committee and approved by the Executive Committee and/or the Association.
5. **Professional Expenses:** Professional expenses shall include travel allowances, certain denominational conferences and convention expenses. The particular amounts shall be reflected in the annual budget. Above items will be reimbursed with proper documentation, the amounts not exceeding what has been budgeted.
6. **Sick Leave:** One day of sick leave with pay shall accumulate for each month of service, the maximum being ninety (90) days. In emergency circumstances, the Executive Committee shall have the authority to grant additional time.
7. **Working Accountability:** The Associational Missionary shall be accountable to the Executive Committee.

**Article VIII – Committees**

**A. Executive Committee**

The Association shall have an Executive Committee which will transact the work of the Association between sessions. It shall be the duty of the Executive Committee to place into effect all orders of the Association and to assist churches in the spread of the Gospel, and to make such recommendations as it may deem wise to the churches in the spread of the Gospel, and to make such recommendations as it may deem wise to the churches and to the Association. The Executive Committee shall be given the responsibility for the filling of all openings through the year, pursuant to Article VI B. The Executive Committee shall be given the responsibility for selecting the upcoming Nominating Committee each year at their first session of the new Associational Year.

1. The Executive Committee shall be composed of the following:

- a. All officers of the Association, chairpersons of Rotating Committees and Committees of One and Program Organizational Directors.
  - b. All pastors of churches.
  - c. Two additional members from each church of the Association: (the churches shall elect these members and then notify the Association of their election).
2. All members of the Executive Committee have equal voting rights.
  3. The officers of the Association shall serve as the officers of the Executive Committee.
  4. The members present shall constitute a quorum for the dispatch of all business properly brought before the committee, provided all members have been notified of the meeting.
  5. All committee chairmen and directors of program organizations shall give written reports to the Executive Committee to assist the Clerk in the accurate and complete recording of data. If chairmen or directors cannot be present at the Executive Committee Meetings, the written report should be sent and presented by someone else.

**B. Rotating Committees**

All Rotating Committees shall be on an alternating basis (one third rotating off of the committee each year) as indicated by that particular committee. No member shall succeed himself on any committee without the lapse of one year. No member shall serve on more than one Rotating Committee or Committee of One at any one time, if possible. Each committee shall report to the Executive Committee and to the Association in annual session.

**Attendance of Committee:** If a committee member is absent from two announced committee meetings per year for reasons other than health, the member will be referred to the Nominating Committee to make a decision regarding replacement.

**Conduct of Committee:** When the conduct of a committee member becomes anything other than the actions of a Christian person, he shall be referred to the Executive Committee and the officers of the association. These persons will have the authority to apply New Testament principles to the situation and act on the same.

**1. Nominating Committee**

The officers of the Association, the Associational Organizational Program Directors, the Rotating Committees, and Committees of One shall be nominated by the Nominating Committee. Other names may be submitted from the floor. This committee shall make its report at the Fall Meeting of the Association. This committee shall appoint all committee chairmen. The Committee Chairmen will come from the members of the committee. The Nominating Committee shall when possible limit the terms of service for Associational officers and program directors, so as to involve as many people as possible in leadership. Nominations shall be elected at the Fall Meeting of the Association.

The Nominating Committee shall also nominate, no later than the April Executive Committee Meeting, two (2) names for consideration and presentation to the GBC Nominating Committee as Representative on the Georgia Baptist Executive Committee when that position is vacant by expiration of term or resignation. One name shall be a layperson and one shall be a pastor.

**2. Program Committee**

This committee composed of Moderator, Vice-Moderator, Association Music Director, and Associational Missionary shall be responsible for the program and participants at the Fall Meeting and any other meeting directed to them.

**3. Finance Committee**

The Finance Committee shall be composed of the Treasurer, serving as Chairperson, and six (6) members, nominated by the Nominating Committee. The principal function of the Finance Committee is to assist the Association in securing, administering and reporting its finances.

The duties of the Finance Committee are as follows:

- a. Develop and recommend an overall financial development plan.
- b. Develop and recommend an Associational budget based on plans of various programs and ministries.
- c. Plan and direct an effort to seek giving commitments from the churches.
- d. Study and make recommendations concerning expenditures not included in the budget.
- e. Review expenditures periodically in terms of budget allocations; recommend budget adjustments if needed.
- f. Develop and recommend financial policies and procedures, including provisions for auditing.
- g. All Association Officers, Program Directors and Committee Chairmen must submit itemized statements of expenditures to the Treasurer before checks can be issued.
- h. All checks shall have two signatures, preferably, the Treasurer and the Assistant Treasurer; or if necessary, members of the Finance Committee, or anyone else authorized by the Finance Committee.

**4. Time, Place and Resolutions**

This committee shall consist of three (3) members.

The duties of the Time, Place and Resolutions Committee are as follows:

- a. This committee shall set the time and place for the Fall Meeting.
- b. Prepare resolutions called for by the Order of Business.
- c. Receive, review, and recommend all proposed resolutions and public statements. All Resolutions and public statements will be presented as recommended unless they conflict with the By-Laws and Constitution of the Tattnall-Evans Baptist Association. Recommendations should be sent to the Associational office, addressed to the Time, Place and Resolutions Committee, at least one week before the Executive Committee meeting and/or Annual meeting.

**5. Mission**

This six (6) member committee is responsible for developing and implementing the mission strategy of the Association. The Mission Committee shall lead the Association in planning for its mission needs and efforts.

The duties of the Mission Committee are as follows:

- a. Helping churches commit themselves to being on mission in their setting.

- b. Providing and interpreting information on mission needs to the churches in the Association.
  - c. Assisting churches in doing mission work
  - d. Encourage churches and Associational organizations to conduct mission work not being done.
  - e. Schedule and plan On Mission Celebrations.
6. **Youth**  
 The duties of this three (3)- member committee will be to develop and coordinate the youth program of the Tattnall-Evans Baptist Association and lead in providing programs of fellowship and interest for the youth.
7. **Men's Ministry**  
 This six (6) member committee is responsible for developing Men's Ministry functions of the Association. To include mission action, education, disaster relief, and assisting churches in developing and strengthening Men's Ministry programs.
8. **Women's Missionary Union**  
 This six (6) member committee is responsible for Women's Missionary Union (WMU) functions of the Association, to include age level mission groups. Its objective is to assist in establishing, conducting, enlarging and improving the WMU program in the churches of the Association.

**D. Committees of One**

1. **Ordination Committee**

Duties will be to, upon the request of a church of the Association, call an ordination council for the purpose of examining a recommended candidate for the gospel ministry. An invitation to all pastors will be issued. Several ministers and/or laymen shall be involved in the examination of the recommended candidate. The candidate's spouse, if there is one, is encouraged to be a part of the proceedings. The committee is charged with the responsibility of seeing that the recommended candidate for the gospel ministry is thoroughly questioned concerning conversion, call, doctrines, polity, the importance of worship, evangelism, missions, denominational loyalty, and continued education. The committee and council shall make recommendations to the church which requests that a candidate is examined as to whether or not to proceed with ordination.

2. **Pastoral Ministries**

Duties are coordinated by the Associational Missionary and Moderator:

- a. Plan and promote Deacon development.
- b. Plan Minister and Wives fellowships.
- c. Coordinate prayer needs of Associational leadership.

3. **Obituary**

Shall lead a memorial recognition during the Fall Meeting.

4. **Moral and Civic Concerns**

Duties as follows:

- a. Promote an awareness of the moral and civic concerns of the day.

- b. Alert the churches and community through programs and correspondence of the day and times in which we live.

**E. Other Committees**

1. The Association may appoint other committees as necessary.
2. Search – This committee of six (6) shall be elected as a search committee for the office of Associational Missionary.

**Article IX – Program Organizations**

The following Associational programs shall be maintained and promoted by the Association for the benefit of the work in the churches: Sunday School; Discipleship Training; Music Ministry, Evangelism; and such others as deemed wise for the attainment of the objectives of the Association. All officers of these organizations shall be members of the churches affiliated with the Association and in good standing. The directors of these programs shall be nominated by the Nominating Committee and elected at the Fall meeting and begin serving on January 1 of the next year.

**Article X – Meetings**

- A. The Association shall meet annually at such time and place as the body shall determine. Special meetings of the Executive Committee may be called as needed. The traditional date for the Fall Meeting is the Thursday following the third Sunday in October.

**Article XI – Amendments**

These articles may be amended by a two-thirds (2/3) majority vote at any Fall Meeting of the Association, provided that written notice of the proposed changes shall have been given to the messengers at the beginning of the session and the vote taken at the end of that session.



## **Bylaws of the Tattnall-Evans Baptist Association**

1. Roberts Rules of Order, current edition, shall constitute the parliamentary law of this body in session.
3. The Executive Committee shall meet at least three times a year and if needed additional times as necessary to transact all necessary business between the Fall Meetings for publication in the minutes of the Association. All funds sent to the Treasurer should be sent by money order or check and the Treasurer shall pay all bills by check. Written reports shall be made to the Fall Associational meeting and written quarterly reports to the Executive Committee.
4. Each Church shall mail to the Clerk the Annual Letter on the form provided as soon as possible after the last Sunday in September each year. This is done in order for the Clerk to give a digest of the church letters to the Association at the Fall Meeting.
5. The Association shall print annually a report of the churches and the events of the Fall Associational Meeting. The report will carry all committee reports and organizational program reports, a calendar of activities, a complete financial report of the Treasurer, and a digest of all church letters including a listing of churches, pastors, addresses and phone numbers of each.
6. A parliamentarian shall be appointed by the Moderator at the beginning of each Fall Meeting of the Association.
7. The members present constitute a quorum to transact business at the Fall Meeting of the association.
8. These by-laws may be amended by a two-thirds (2/3) majority vote at any Fall of the association, provided that written notice of the proposed changes shall have been given to the messengers at the beginning of the session and the vote taken at the end of that session.
9. The Moderator, Clerk, and Associational Missionary shall be Ex-Officio members of all rotating committees unless otherwise specified in the by-laws.
10. All associational officers, chairmen, and organizational directors should plan and work hand-in-hand with the Associational Missionary in all programs and activities.
11. The Associational year will be the calendar year, January 1<sup>st</sup>-December 31<sup>st</sup> and the Associational Budget and Calendar will likewise be the calendar year.
12. Holidays for the Associational Missionary are: New Year's Day, Thursday before Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (Thursday/Friday), Christmas Eve, Christmas Day, and New Year's Eve.